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# SUMMER LEADERSHIP EMPLOYMENT PROGRAM 2009 PROGRAM TERMS

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**Sponsored by: The Commission on Student Affairs** *(Funding provided from the Student Activity Fee)*

**Offered by: The Department of Student Activities, Leadership Development Office**

1. **Eligibility:** The Summer Leadership Employment Program (SLEP) is available for chief officers, *or their designees*, of CSA Student Organizations. **The program provides first priority to the chief executive officer of the organization.** After discussion with the SLEP director, **the CEO can designate another executive officer by provision of a written memorandum to the SLEP director.**
  - a) The memorandum shall outline:
    1. Reasons for such designation
    2. How the designee will be able to successfully meet program criteria as well as achieve the purpose, goals and objectives outlined for SLEP.
    3. This Chief Officer must sign the designation memorandum by, and the organization advisor must witness the memo, by signature.
    4. Upon this notice of designation, the SLEP director will make contact regarding application processes with designee(s).
2. **Application:** A written application must describe and justify the candidate's proposed summer activity and the expected benefits to the organization s/he represents. The application must outline her/his summer activity (proposed tasks, projects, required work, etc.).
  - a) Activity can only be completed and must be completed during the summer;
  - b) Completion requires his/her presence in Blacksburg during the summer and cannot be accomplished from another location;
  - c) Project cannot be accomplished by anyone else (student, faculty or staff member) who would already be in Blacksburg for the summer.

**The student's organization advisor is required to sign the work plan portion of the application and supervise all summer work.** The Department of Student Activities Office must approve the application, confirm hire, and process all timesheets. The organization advisor will sign timesheets, which University Unions & Student Activities will review and process.

3. **Schedule:** The term of appointment is May 26 - August 15. **Missing more than two activities will result in a reduction of paid hours.**

4. **Splitting sessions:** Organizations may choose logistically to alter the program in a variety of ways, based on need. Options that the SLEP director will consider, based on need, are to split hours *between two representatives* a) *by hours*, (10) each session, or b) *by sessions*, (first session versus second session), or c) a combination of a & b. **Missing more than two activities will result in a reduction of paid hours.**
5. **Leadership development program: *Participation in all leadership development activities is required for participation in the SLEP.*** The overall program purpose is to increase one's effectiveness in contributing to his or her organization and Virginia Tech. The Summer Session I (SSI) **in-group activities** will be approximately three hours per week and Summer Session II (SSII) will be approximately one and one-half hours per week.

This summer's leadership class takes place during Summer Session I from **3:00-4:30 pm, Tuesdays and Thursdays**, and Summer Session II **3:00-4:30 pm, Thursdays**. **By filling out this application, each applicant commits to complete an additional one and a half hours per week, per participant for out-of-group assignments/activities.**

**These activities could consist of:**

- A ropes course or river rafting trip, or other teambuilding activity
- Interactive workshops,
- A group project,
- A community service, or service learning, component
- Brief readings and discussions,
- Discussions with Virginia Tech leaders.

**Program goals are to provide avenues for participants' methods:**

- a) to develop working relationships with other student organization officers, and with university leaders;
- b) to strengthen one's ability to provide leadership to the organization and to the university community;
- c) to identify and increase possible collaborations amongst student organizations; and
- d) to learn more about affecting positive change at Virginia Tech.

6. **Allocation of hours:**

**FIRST SUMMER SESSION (May 26 -July 2):** *Exams held July 4<sup>th</sup>*

**Three-hour seminar held 3:00-4:30 pm, Tuesdays and Thursdays, with up to 3 hours out-of group activity.** (*Refer to splitting sessions to identify which option 1-3 applies*)

1. Approval of *20 hrs/week*: 12 hours must be verified office hours, 3 hours of in-group leadership activities, 2 hours of out-of-group study, and 3 flexible hours (can be for organization meetings/work outside of the office, etc).
2. Approval of *15 hrs/week*: 8 hours must be verified office hours, 3 hours of in-group leadership activities, 2 hours of out-of-group study, and 2 flexible hours (can be for organization meetings/work outside of the office, etc).
3. Approval of *10 hrs/week*: 5 hours must be verified office hours, 3 hours of in-group leadership activities, 2 hours of out-of-group study.

**SECOND SUMMER SESSION (July 7 – August 13):**

**Changes to a 1.5 hour seminar once per week 3:00-4:30 pm, Thursdays, with 1 hour out-of group activity.** *(Refer to splitting sessions to identify which option 1-3 applies)*

1. Approval of *20 hrs/week*: 12 hours must be verified office hours, 1.5 hours of in-group leadership activities, 1 hour of out-of-group study, and 5.5 flexible hours (can be for organization meetings/work outside of the office, etc).
  2. Approval of *15 hrs/week*: 8 hours must be verified office hours, 1.5 hours of in-group leadership activities, 1 hour of out-of-group study, and 4.5 flexible hours (can be for organization meetings/work outside of the office, etc).
  3. Approval of *10 hrs/week*: 5 hours must be verified office hours, 1.5 hours of in-group leadership activities, 1 hour of out-of-group study, 2.5 flexible hours.
7. **Payment:** Students will be required to keep their hours on a timesheet that the organization's advisor must sign weekly and the Associate Director of Leadership Development, Assistant Director of Leadership Development Co-curricular Programs or designee initials. **Payment is bi-weekly at a rate not to exceed \$1920.00 gross for 12 weeks or \$8.00 per hour.**
  8. **Accountability:** The organization's advisor is responsible for monitoring the job activities of participants.
  9. **Other duties:** The Department of Student Activities may assign additional responsibilities to students.

**A student candidate's failure to comply with these requirements may result in withdrawal of this appointment or a reduction in paid hours. Direct any appeals regarding any actions involving summer proposals to the CSA.**